

Business writing

Synopsis

The course is for lawyers who want to improve the accuracy, style and structure of their professional writing.

It provides a refresher on the key principles of effective written communication.

Duration

3 hours

Format

Workshop using realistic materials

Delegates

Any solicitor who wants to improve his or her writing skills

Maximum 16 per course

Outcomes

As a result of attending the course, you will:

- use techniques for clear, accurate and efficient writing;
- plan and structure documents effectively;
- organise the flow of ideas in paragraphs and sentences;
- know how to add emphasis and set the right tone; and
- review your own work effectively.

Content

The session will focus on whatever new skills you need to develop. Here are some of the possibilities.

- How to focus on the reader
- Objectives - what do I want to achieve?
- Outlines and organising ideas
- Organising paragraphs
- Writing sentences with 'flow'
- Controlling tone and emphasis
- Review techniques